

June 15, 2022

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Spartanburg County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria. Please use the Proposal to Lease Space form (Form FMPS-202E).

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, June 30, 2022**

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at RPS@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms

Sincerely,
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
THE SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
OFFICE SPACE IN SPARTANBURG COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named). Leases that must be approved by the State Fiscal Accountability Authority also require Private Participant Disclosure forms to be completed by the Lessor (copies available upon request).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – South Carolina Department of Public Safety to serve as the Spartanburg Highway Patrol Post Headquarters

- Location: Spartanburg County. See attached preferred lease zone
- Expected occupancy date: May 1, 2022
- Total space needed is approximately 2,400 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:

Personnel Areas:

- Three (3) private offices of approximately 180 square feet each
- Two (2) private offices of approximately 120 square feet each
- Six (6) workstations of approximately 25 square feet each (workstations to be provided by Tenant)

Standard Support Areas:

- One (1) beverage alcove including 6 linear feet of cabinet equipped with U.C. refrigerator, sink and microwave of approximately 24 square feet

Special Support Areas:

- One (1) Open work room of approximately 400 square feet
- One (1) Evidence room of approximately 75 square feet. Room must be climate controlled 24/7/365, equipped with a controllable on/off ventilation fan(s) (exhaust fan(s)) and adequate floor strength capable of supporting floor safes. Must have a minimum of two power outlets of 20 amps each.
- One (1) IT Closet of approximately 40 square feet. Must be equipped with a louvered door that is lockable with the ability to maintain climate conditions comparable to the rest of the leased space.



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- One (1) small storage room of approximately 120 square feet; must be climate controlled with adequate floor strength to support safes and large filing cabinets.
- Landlord will allow access control equipment to be installed to leased space at Tenant's sole cost
- Public-accessible common areas should be securable from public outside of normal business hours, while still allowing Tenant access 24/7/365
- HVAC for the entire suite is required 24/7/365 that is specific and adequate for proper cooling and humidity control. Ability to provide zone adjustments to temperature is required. Adequate functionality is required to eliminate cold and hot spots.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord and will be specified in the ultimate lease spaces schematics. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency and remain as part of the property infrastructure.
- 15 parking spaces are desired. State availability of reserved parking for 5 vehicles.
- Fenced, paved and securable "bullpen" is to be provided by Landlord in adjacent parking lot of leased space. This bullpen is to be an area that can accommodate up to 3-5 vehicles and equipment trailers, with standard maneuverability space. The fence must be a minimum of eight (8) feet high with a lockable gate(s) for vehicles to pass through.
- Parking lot must be paved and lighted.
- All exterior windows must be equipped with blinds. Storefront doors must be deep tinted.
- Exterior signage will be provided by Tenant allowed by Landlord
- All rooms must be securable with doors and locks
- Term: Please provide proposed rates for 3, 5 and 7-year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, water (hot and cold) and sewer, lighting, heating, ventilating, air conditioning, electricity, elevator service janitorial service, security service (if already so equipped), fire suppression (if already so equipped), fire extinguisher service and inspection, pest control, refuse service, ground maintenance general building maintenance, building equipment maintenance, electrical system maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. Services provided by the Landlord shall include all service charges, labor, materials and supplies. Janitorial services shall be performed using SC Department of Health and Environmental Control guidelines and approved US Environmental Protection Agency registered antimicrobial products for the protection of tenant and visitors (to the extent possible) against the virus referred to as COVID-19.
- Janitorial services are expected to be provided by the landlord. Janitorial staff servicing the space MUST:
 - Sign a non-disclosure agreement
 - Complete security awareness training (provided online; requires a personal email to send link)
 - Provide license/government ID
 - Submit to fingerprinting
 - Pass background check



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- Any changes to janitorial staff must be made known to SCDPS and the local post commander (first sergeant), and the items above completed on new assigned staff.
- Maintenance services are expected to be provided by landlord.
If property has onsite, employed maintenance staff, they MUST:
 - If property has onsite, employed maintenance staff, they must:
 - Sign a non-disclosure agreement
 - Complete security awareness training (provided online; requires a personal email to send link)
 - Provide license/government ID
 - Submit to fingerprinting
 - Pass background check
 - Any changes to maintenance staff must be made known to SCDPS and the local post commander (first sergeant), and the items above completed on new assigned staff.
- 3rd party maintenance/repair
 - No third-party vendors may enter the premises without escort by SCDPS staff, unless all described above for janitorial and landlord-employed maintenance staff has been completed by such vendor(s) for each employee servicing the leased space.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, June 30, 2022.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with the South Carolina Department of Public Safety. Direct contact can be cause for automatic disqualification.





Henry McMaster, Governor
Marcia S. Adams, Executive Director

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and Property Services**

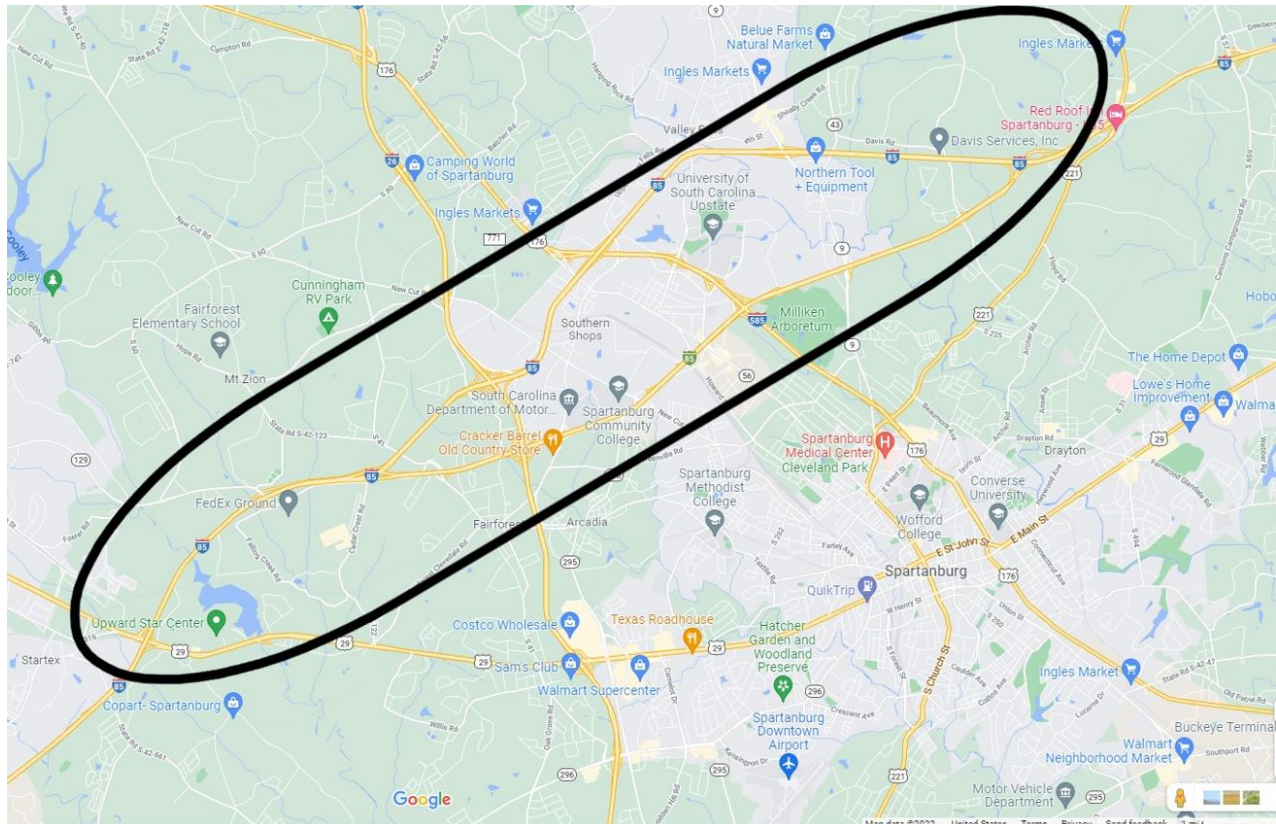
Ashlie Lancaster, Director
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RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

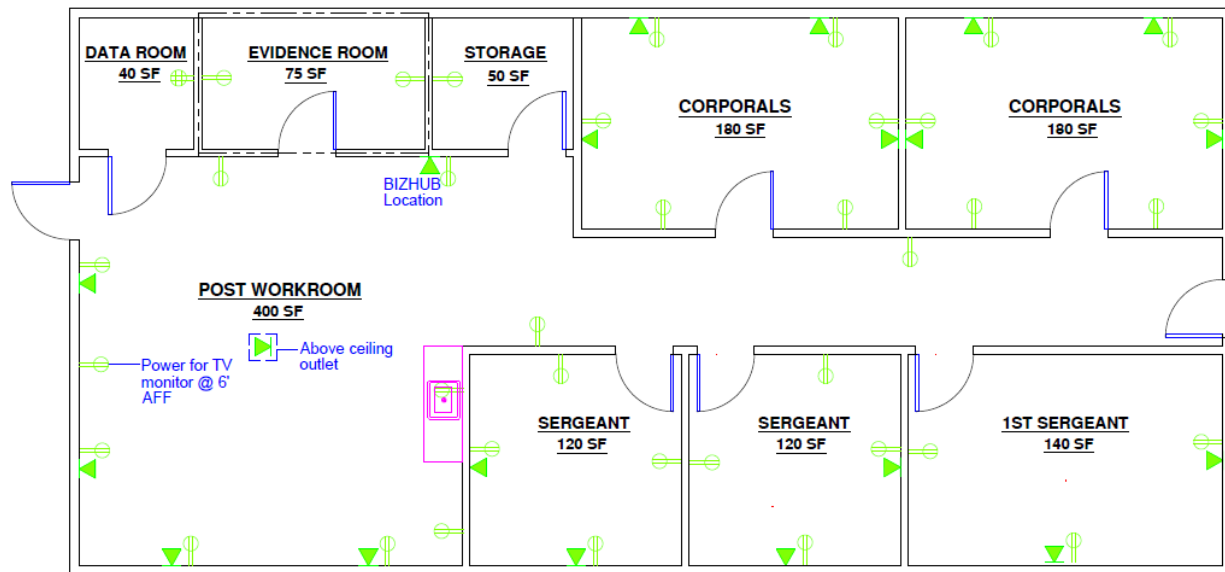
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-0644 or 803-737-1617
EMAIL: RPS@admin.sc.gov
FAX: 803-737-0051







PREFERRED LEASE ZONE



SPARTANBURG COUNTY SAMPLE SPACE LAYOUT



LEGEND	
SYMBOL	DESCRIPTION
	DUAL DATA DROP
	DUPLEX POWER OUTLET
	QUAD POWER OUTLET
	WALLS TO UNDERSIDE OF STRUCTURE OR FLOOR ABOVE

1. This layout is provided as informational only – owner to provide details and systems required compliant with all applicable building codes.
2. All electrical & data shown are required by the Tenant – additional electrical work may be required depending on actual location & floor plan
3. Owner's contractor to provide adequate cooling as required for data room equipment.
4. Owner to provide schedule & sample of all finishes for approval by Tenant.



LEASE SOLICITATION FORM

(This form is for property owners and leasing brokers who wish to lease real property to state agencies.)

RECEIPT AND ACKNOWLEDGEMENT OF LEASING STATUTES 1-11-55, 1-11-56, 1-11-65 AND REGULATION 19-447.1000

I have read the contents of S.C. Code of Laws §§ 1-11-55, 1-11-56 and 1-11-65, and Regulation §19-447.1000 in their entirety. I agree to comply with the foregoing statutes and regulations and agree that any lease arrangement entered into with a South Carolina state agency will be in accordance with such statutes and regulations.

Also, I understand that the Department of Administration, Real Property Services is the single central broker for leasing for state agencies, and all negotiations are to be conducted through this office. I further understand that direct contact or negotiation with an agency without the written permission of Real Property Services will be cause for my disqualification for participation in an agency's procurement process or solicitation. This prohibits obtaining information from an agency about its property needs or any other information about its specific property needs, including but not limited to physical data and lease terms and conditions. This restriction does not apply to dissemination of information which is public knowledge, such as a printed brochure or published rates.

I understand that leases (including rates and annual rent amounts), unless specifically exempted, are subject to and conditioned upon the approval of Real Property Services and shall be of no force or effect unless the consent of such office is obtained.

Dated this ____ day of _____, 20____.

WITNESS

Signature of Owner or Agent

Typed or Printed Name

EMAIL LIST

You will receive all solicitations by email only

Name of Company: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Mobile: _____ Fax: _____

Email Address: _____

Please return completed form by mail, fax or email to: The South Carolina Department of Administration, Real Property Services, 1200 Senate Street, 6th Floor, Columbia, SC 29201,
E-mail: rps@admin.sc.gov.

